

SECTION 5.0

RCFTS FOCUS REPORTING SYSTEM

5.1 RCFTS FOCUS REPORTING SYSTEM

The Rural Development RCFTS National and Field Offices use the FOCUS Reporting system. This reporting system will allow the user to generate canned reports for CP and BI with customized selection criteria.

The RCFTS FOCUS Reporting system can put a strain on the 3B2. Therefore, it is suggested that the Field offices generate and print the reports only twice a day. The details of the report printing procedures and frequency should be worked out with the Field and State's IRM.

Refer to the FOCUS User's Guide for instructions for using the FOCUS Reporting system. The logon procedures and sample canned reports can be found in sections 5.2, 6.0, and 7.0 of this User's Guide.

5.2 LOGON PROCEDURES

<p>NOTE: Depending on the type of computer configuration and system you are using, logon and logoff procedures may vary.</p>

1. Turn on the computer. A message will scroll up the screen as the system loads the various pieces of software needed for communication, etc.
2. Press the **RETURN** key or the **ESC** key as instructed.

3. Do not login unless you wish to screen print. If you wish to screen print, follow the instructions in Section 2.14.
4. Press the **Alt** and **F2** keys simultaneously. The XPERT screen will now be displayed. For example:

KEY	SERVICES	CONNECTIONS	PRINT MODE
F1	KCCCDSP		1ptx
F2	KCCUCC7		1ptx
F3	NFCDSP		1ptx
F4	KCCAT		1ptx
ESC	EXIT	SERVICE NUMBER 249-B	VERSION 1.3 USDA

The XPERT screen may have different service names than the example.

5. Find the service name which has a "KCCC" prefix and press the function key which is associated with it (usually the **F1** key). The "Welcome to the National Computer Center - Kansas City, MO" message will then display on the screen.

LOGON TO FOCUS AND LOGOFF INSTRUCTIONS

If screen printing is desired, logon to PCI before beginning this procedure.

If screen printing is not desired or if NIS download will be used, proceed as outlined below:

At login, press **Alt-F2**, simultaneously - will get XPERT Menu

Press **F1** - will get KCCC Screen and prompt for logon

Type **TV** and press **+** (ENTER) - will get NCC screen

Enter **ID** and **Password** and then press **+** (ENTER) - will get USDA
Televue Screen with COMMAND>

Enter **1** (for FOCUS) and press **+** (ENTER) - will then wait for next
screen with NOTICE

Press **+** (ENTER) - will see several messages then get NOTICE to user

Press **+** (ENTER) - will get FOCUS Main Menu

From this point - can access one of the files listed
to generate canned reports - OR - can access native FOCUS
to generate ad hoc reports.

If the **+** (ENTER) key is pressed in time, the "AD-HOC REPORT" system will be displayed. If no action is taken for a prolonged period of time, you may have to log back in to FOCUS again.